

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS15316906

DATE POSTED: 01/11/19

POSITION NO: 937833

CLOSING DATE: 01/25/19

POSITION TITLE: Principal Social Worker

DEPARTMENT NAME / WORKSITE: Department of Family Services/Window Rock, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME:  GRADE/STEP: AR67A

WORK HOURS: 8 am to 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 53,643.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 25.79 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Oversees the Title IV-E Program: determines IV-E eligibility for children in out of home placement. Supervises subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and related services; receives and reviews statistical field reports; analyzes staff performance and the effectiveness of delivery of services; identifies problem areas and recommends alternatives and modifications. Schedules field visits to determine work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and condenses field reports and prepares them for transmittal to the central office; plans and coordinates activities with other social service agencies; Interprets rules, regulations, policies, procedures and directives; provides information, technical assistance and instruction to subordinates; exercises supervision over and assigns tasks to subordinates. Coordinates and collaborates with resources in planning and implementing services to clientele; determines eligibility in accordance with applicable requirements; prepares in-service training orientation and preventive education to staff; attends staff meetings, conferences, and training.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's degree in Social Work; and three (3) years of professional social service work experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, skilled and Abilities:**

Knowledge of the theories, principles, practices and techniques of the social work field, knowledge of the Navajo Nation Tribal codes, court systems and their applications, knowledge of social casework objectives, principles, methods and caseload management and organization, knowledge of human behavior and development and psychological defense mechanisms, knowledge of the principles and techniques of supervision, knowledge of counseling and interviewing techniques, knowledge of applicable Tribal, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures. skilled in communicating effectively in both oral and written forms, skilled in establishing and maintaining effective interpersonal relationship, skilled in preparing clear, accurate, and comprehensive case records, skilled in analyzing data and drawing valid conclusions, skilled in working independently with little supervision. Ability to perform complex and specialized casework services with considerable independence, ability to provide leadership and consultation to other social workers in casework concepts and methodology. Willing and able to learn how to use the Just Ware case management database.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***